

**Section 13.4 PARAMS MENU****Financial Data****Coding Block Crosswalk**

Purpose	This section provides the procedures for a user to add, update or delete Coding Block Crosswalks by Group or Pay Type. A crosswalk may be used to define an alternate coding block, if a specific coding block is restrictive of certain pay types.
Window Name	Coding Block Crosswalk
Reminders	<ol style="list-style-type: none"> <li>1. The Coding Block Crosswalk windows are accessed through the <u>P</u>arams, <u>F</u>inancial Data, <u>D</u> - Coding Block Crosswalk, <u>A</u>- Coding Block Crosswalk by Group or <u>B</u> - Coding Block Crosswalk by Pay Type items on the menu bar.</li> <li>2. A Coding Block Crosswalk may be defined by Group (i.e., Longevity and Insurance, Retirement etc.) or by Pay Type (i.e., Classified, Per Diem etc.). For example, if an Overtime Pay Type for a particular Index code needs to be charged to a different coding block, a Coding Block Crosswalk needs to be set up to accomplish this task. A Coding Block Crosswalk is required only for those coding blocks that are restrictive of certain types of labor costs. For example, certain appropriations may allow regular and overtime pay to be charged, but may not allow the retirement and longevity to be charged. The Coding Block Crosswalk by Group window can be used to define the coding block to charge the cost associated with the retirement and longevity.</li> <li>3. The Coding Block Crosswalk windows contain a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight data to be updated and click the Detail button to display the Detail Data window. If the New button was clicked, the Detail Data window is displayed.</li> <li>4. Once the Detail Data window is displayed, a user may add, update or delete Coding Block Crosswalk data.</li> </ol>
References	<i>No specific references</i>

## Coding Block Crosswalk by Group

The following window is displayed when Params, Financial Data, D - Coding Block Crosswalk, A - Coding Block Crosswalk by Group is selected from the Menu bar. The steps are described on the following page.

**Selection Criteria**

Statewide: ☐ Yes ☒ No

Department: 01 FACS Agency: 011

Agency: 01

Pay Type Group: AY: Index Code: PCA:

**Selection List**

Pay Agt	Type	Grp	Appr Yr	Index	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	Start Date	End Date
01	LI	99		10005	10005									06/11/99	12/31/22
01	LI	00		10005	10005									10/01/99	12/31/22
01	LI	01		10005	10005									10/01/00	12/31/22

<=> New Delete Save Close

Ready

**DCDS Input Procedures****Coding Block Crosswalk by Group (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Statewide	Click on the <b>Yes</b> , radio button in the Statewide box, if the coding block crosswalk is to be applied statewide, otherwise it will apply at the department level. If statewide is selected, the Department and Agency fields become inactive and the Pay Type, AY, Index, PCA and FACs fields become active.
<b>Enter the following when selecting by Department</b>		
2	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.  <b>Note:</b> When a department has been selected, all valid agencies for the agency will be displayed in the agency dropdown list.
3	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.  <b>Note:</b> When an agency has been selected, all applicable FACS codes will display in the FACS dropdown list.
4	FACS Agency	Select the Financial Administration Control System (FACS) code from the dropdown list or enter the code. <b>This code cannot be selected or entered unless an agency is selected.</b>

*\*indicates a required field that must be entered.*

**DCDS Input Procedures****Coding Block Crosswalk by Group (Selection Criteria)**

Step	Field Name	Action
<i>Enter the following when selecting Statewide</i>		
5	Pay Type Group	Select the applicable Pay Type Group (Longevity & Insurances, Retirement, Salary & Wages) from the dropdown list.
6	AY	Enter the applicable Appropriation Year.
7	Index Code	Select the appropriate Index Code from the dropdown list or enter the code.
8	PCA	Select the appropriate Project Cost Account (PCA) from the dropdown list or enter the code.
9	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
10	Selection List	Highlight the Coding Block Crosswalk data to be updated and click on the Detail button. The Detail Data window will then be displayed.
11	New Button	Click on the New button, if adding a new crosswalk.

**Coding Block Crosswalk by Group (Selection List)**

The following information is displayed:

Field Name	Description
Agy	The agency the displayed crosswalk applies to.
Pay Type Group	The Pay Type Group the crosswalk applies to.
Appr Yr	The Appropriation Year applicable to the crosswalk displayed.
Coding Block Data	The Index, Project Cost Account (PCA), Grant, Phase (Ph), AG1, Project, Phase (Ph), AG2, AG3, Multipurpose (Multi) applicable.
Start Date	The date that the crosswalk displayed became applicable.
End Date	The date the crosswalk displayed is no longer applicable.

**Coding Block Crosswalk by Group**

The following window is displayed when the **New** button is selected to add a crosswalk. The steps are described on the following pages.

The screenshot shows the 'DCDS 32 Coding Block Crosswalk - By Group' window. The 'Selection Criteria' section includes 'Statewide' (radio buttons for Yes/No), 'Department' (dropdown), 'FACS Agency' (dropdown), and 'Agency' (dropdown). The 'Detail Data' section includes 'Department' (1), 'Agency' (3), 'Pay Type Group' (4), 'FACS Agency' (5), 'Start Date' (6), 'End Date' (7), and 'OR Statewide' (checkbox). The 'Original Coding Block' section has a table with columns: AY, Index, PCA, Grant, Ph, AG1, Project, Ph, AG2, AG3. The 'Crosswalk Coding Block' (10) section has a similar table. The 'Standard Distribution' (9) checkbox is also present. At the bottom, 'Modified User Id' (11) and 'Modified Date' (11) are shown, with a 'Modified Date' (12) field. Navigation buttons include '<=>', 'New', 'Delete', 'Save', and 'Close'.

The following window is displayed when the **Detail** button is selected to change a crosswalk.

The screenshot shows the 'DCDS 03.01.02 Coding Block Crosswalk - By Group' window. The 'Selection Criteria' section is the same as the previous window. The 'Detail Data' section shows 'Department' (01), 'Agency' (01), 'Pay Type Group' (LI), 'FACS Agency' (011), 'Start Date' (06/11/99), and 'End Date' (12/31/22). The 'Original Coding Block' section shows a table with 'AY' 99 and 'Index' 10005. The 'Crosswalk Coding Block' (10) section shows a table with 'AY' 99 and 'Index' 10005. The 'Standard Distribution' (9) checkbox is present. At the bottom, 'Modified User Id' is T\_HRMND99 and 'Modified Date' is 6/11/99 13:17:17. Navigation buttons include '<=>', 'New', 'Delete', 'Save', and 'Close'.

**DCDS Input Procedures**  
**Coding Block Crosswalk by Group**

Follow the steps below to add, update, or delete Coding Block Crosswalk data.

Step	Field Name	Action
<b>Add Coding Block Crosswalk</b>		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add new Coding Block Crosswalk information.
<b>Update Coding Block Crosswalk</b>		
	Detail Button	<p>Enter the required selection criteria and click the Select button. Highlight the Coding Block Crosswalk in the Selection List window to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update Coding Block Crosswalk information.</p>
<b>Delete Coding Block Crosswalk</b>		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the Coding Block Crosswalk to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Coding Block Crosswalk information.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Coding Block Crosswalk displayed in the Detail Data window.</p>

## DCDS Input Procedures

### Coding Block Crosswalk by Group

#### Detail Data Window

Follow the steps below to add or change a crosswalk by group:

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number.
2	Statewide	Click on the <b>Yes</b> radio button in the Statewide box, if the Coding Block Crosswalk is to be applied statewide for a <b>new</b> crosswalk.
3	Agency	Select the appropriate agency number from the dropdown list or enter the agency number.
4	Pay Type* Group	Select the appropriate Pay Type Group (Longevity & Insurances, Retirement, Salary & Wages) from the dropdown list.
5	FACS Agency	Select the Financial Administration Control System (FACS) code from the dropdown list or enter the code. <b>This code cannot be selected or entered unless an agency is selected.</b>
6	Start Date	Enter the date the crosswalk takes effect when entering a <b>new</b> crosswalk. If updating a crosswalk, this date cannot be changed.
7	End Date	Enter the date the crosswalk will no longer be applicable.
8	Original Coding Block	Enter data in this field for a <b>new</b> crosswalk only.  Enter the applicable Appropriation Year in the AY box to activate the coding block fields.  Select the original coding block information from the dropdown list or enter the coding block (Index, PCA, Grant, Phase, AG1, Project, Phase, AG2, AG3, or Multi).
9	Standard Distribution	Click on the Standard Distribution box, if the Standard Distribution coding block is to be used as the crosswalk.

*\*indicates a required field that must be entered*

**DCDS Input Procedures  
Coding Block Crosswalk by Group  
Detail Data Window (Continued)**

Step	Field Name	Action
10	Crosswalk Coding Block	Select the Crosswalk Coding Block information from the dropdown list or enter the coding block.  <b>Note:</b> "NC" (No Change) will display to indicate there are no changes from the original coding block to the crosswalk coding block for that field. If the Standard Distribution field is checked, these fields will be blank.
11	Modified User ID/Modified Date	Displays the User Id of the last person who made modifications and the date modifications were made.
12	Save Button	Click the Save button located at the bottom of the window (or press Alt + S) to save all the Coding Block Crosswalk information.



**Coding Block Crosswalk by Pay Type**

The following window is displayed when Params, Financial Data, D - Coding Block Crosswalk, B - Coding Block Crosswalk by Pay Type is selected from the Menu bar. The steps are described on the following page.

**Selection Criteria**

Department: 01 (1) Agency: 01 (2)

Pay Type: (3) Class Type: (4)

**Selection List** (6)

Agy	Pay Type	Class Type	Appr Yr	Index	PCA	Grant	Ph AG1	Project	Ph AG2	AG3	Multi	Start Date
01	ANLV	Per Diem	97	10002	10005						213456789	01/13/1
01	ANLV	Classified	97	10002	10001							06/20/1
01	ANLV	Classified	98	10002	10001							10/01/1
01	ANLV	Classified	99	10002	10001							10/01/1
01	ANLV	Classified	99	10002	10005						192837465	01/13/1
01	ANLV	Classified	00	10002	10001							10/01/1
01	ANLV	Classified	00	10002	10005						192837465	10/01/1
01	ANLV	Classified	01	10002	10001							10/01/2
01	ANLV	Classified	01	10002	10005						192837465	10/01/2

**Buttons:** Select (5), Detail, New (7), Delete, Save, Close

Ready

**DCDS Input Procedures****Coding Block Crosswalk by Pay Type (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.  <b>Note:</b> When a department has been selected, all valid agencies for the agency will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
3	Pay Type	Select the appropriate Pay Type from the dropdown list.
4	Class Type	Select the appropriate Class Type (Classified, Unclassified, Contractual, Per Diem) from the dropdown list.
5	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
6	Selection List	Highlight the Coding Block Crosswalk to be updated and click on the Detail button. The Detail Data window will then be displayed.
7	New Button	Click on the New button, if adding a new crosswalk.

*\*indicates a required field that must be entered.*

**Coding Block Crosswalk by Group (Selection List)**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Agy	The agency the crosswalk applies to.
Pay Type Group	The Pay Type Group the crosswalk applies to.
Class Type	The Class Type the crosswalk applies to.
Appr Yr	The Appropriation Year applicable to the crosswalk displayed.
Coding Block Data	The Index, Project Cost Account (PCA), Grant, Phase (Ph), AG1, Project, Phase (Ph), AG2, AG3, Multipurpose (Multi) applicable.
Start Date	The date that the crosswalk displayed became applicable.
End Date	The date the crosswalk displayed is no longer applicable.

**Coding Block Crosswalk by Pay Type**

The following window is displayed when the **New** button is selected to add a crosswalk. The steps are on the following pages.

The following window is displayed when the **Detail** button is selected to add a crosswalk.

## DCDS Input Procedures

### Coding Block Crosswalk by Pay Type

Follow the steps below to add, update, or delete Coding Block Crosswalk data.

Step	Field Name	Action
<b>Add Coding Block Crosswalk</b>		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add new Coding Block Crosswalk information.
<b>Update Coding Block Crosswalk</b>		
	Detail Button	<p>Enter the required selection criteria and click the Select button. Highlight the Coding Block Crosswalk in the Selection List window to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update Coding Block Crosswalk information.</p>
<b>Delete Coding Block Crosswalk</b>		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the Coding Block Crosswalk to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Coding Block Crosswalk information.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Coding Block Crosswalk displayed in the Detail Data window.</p>

## DCDS Input Procedures

### Coding Block Crosswalk by Pay Type

### Detail Data Window

Follow the steps below to add or change a crosswalk by pay type:

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number.
3	Pay Type* Group	Select the appropriate Pay Type Group (Longevity & Insurance, Retirement, Salary & Wages) from the dropdown list.
4	Class Type	Select the applicable Class Type (Classified, Unclassified, Contractual or Per Diem) from the dropdown list.
5	Start Date	Enter the date the crosswalk takes effect when entering a <b>new</b> crosswalk. If updating a crosswalk, this date cannot be changed.
6	End Date	Enter the date the crosswalk will no longer be applicable.
7	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
8	Original Coding Block	<p>Enter data in this field for a <b>new</b> crosswalk only.</p> <p>Enter the applicable Appropriation Year in the AY box to activate the coding block fields.</p> <p>Select the original coding block information from the dropdown list or enter the coding block (Index, PCA, Grant, Phase, AG1, Project, Phase, AG2, AG3, or Multi).</p>

*\*indicates a required field that must be entered*

**DCDS Input Procedures**  
**Coding Block Crosswalk by Pay Type**  
**Detail Data Window (Continued)**

Step	Field Name	Action
9	Standard Distribution	Click on the Standard Distribution box, if the Standard Distribution coding block is to be used as the crosswalk.
10	Crosswalk Coding Block	Select the Crosswalk Coding Block information from the dropdown list or enter the coding block.  <b>Note:</b> “NC” (No Change) will display to indicate there are no changes from the original coding block to the crosswalk coding block for that field. If the Standard Distribution field is checked, these fields will be blank.
11	Save Button	Click the Save button located at the bottom of the window (or press Alt + S) to save all the Coding Block Crosswalk information.